

~~SECRET~~

~~CONFIDENTIAL~~

19 May 1965

MEMORANDUM FOR THE RECORD

SUBJECT: DDS Staff Meeting, 19 May 1965

25X1A

1. The meeting began with Bannerman chairing it and with Col. White coming in about a half an hour later. In this interval, we had two special briefings. One by an OCI representative, giving the morning situation report on the Dominican Republic. The other by the Office of Computer Services [] on Agency plans in the computer field through 1967.

2. Col. White covered the following items:

a. Security Violations. For the month of April, Commo had 4; Logistics, 2; Training, 2; Personnel, 1. This is double the usual number for the DDS Offices.

b. 17 May Memorandum on Intelligence Support in Crises - - Having been unable as yet to study this memorandum, Col. White stated that more specific instructions concerning it would be coming out of his office. Meantime, Office Heads should study it and make certain that their own units are prepared to render such support. Col. White elaborated that the memorandum is reflective of the Director's desire to move in in force in crisis situations (as we did in the Dominican Republic.)

c. Agency Advance Planning - - The Director has issued instructions to have some advance planning done as to what kind of a world we might expect in five years and what CIA's role will be in that world. Further, what would be the USIB's role? He wants this projected in increments for the next 5, 10-and 15-year periods. He wishes to have the perimeters defined by the 29th of May. In response to this instruction, Helms held a meeting the afternoon of the 18th and appointed the following Task Force:

John Clarke, Chairman

[] DDP Representative

Paul Borel, DDI

Bud Wheelon, DDS&T

[] DDS

25X1A

25X1A

DOCUMENT NO. _____

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S @ 2014

NEXT REVIEW DATE: _____

AUTH: HR 70-2

DATE: 18/01/82 REVIEWER: 018995

~~CONFIDENTIAL~~
~~SECRET~~

Approved For Release 2002/05/02 : CIA-RDP78-06096A000400010006-1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

CONFIDENTIAL

Col. White instructed each Office Head to designate a member of his unit to serve as necessary in support of [] in carrying out this task. White elaborated that it should be someone with imagination --that the problem was not the old one of "which comes first, the chicken or the egg" but of "where is the rooster." In taking this forward look, Col. White stated the Director desires to have anyone regardless of rank or position who has anything to contribute to do so.

25X1A

d. Administrative Instruction #65-7 (copy attached) -- This Instruction replaces No. 65-5 of 7 May and sets up a new DDS Reporting System. The Instruction was passed around for all to read, after which Col. White made these additional comments:

(1) Flash Reports -- These are items which because of their urgency the DD/S ought to know about them.

(2) Timeliness -- These are items which are interesting if they are received right away but of relatively little interest if received a few days later. The tests as to whether an item is suitable are timeliness and perishability. Flash Items are to be in the DD/S office at 1500 so that he will have time to prepare himself for the up-coming 9 o'clock meeting with the Director the following morning. Items may be submitted by telephone as late as 0830 the following morning. If so, the contributor should be prepared to dictate the item to Col. White's secretary. In this case, too, the item should be concise and to the point.

e. Weekly Reports -- By heading and date mention items that have already been reported as Flash Items. This will serve as a reminder to*the event he did not have an opportunity to do so earlier. The weekly reports are to be double spaced and no more than three pages in length.

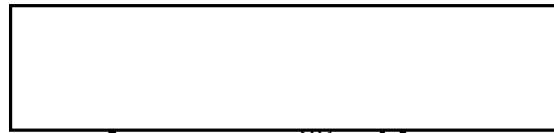
f. Special Reports -- Col. White stated that there were many subjects and many problems on which he would want reports and which he might want to forward to the Director that would not fit properly into either of the two preceding categories. For this reason, he has devised a third category of Special Reports. He suggested that Office Heads make a projection over the next 12 months as to what they might report in this form and then begin "ticking them off" at a rate of approximately one a month. He proceeded, by way of example, to discuss with representatives around the table what might be appropriate subjects for their offices to cover. When he

* Col. White to brief the DCI in

CONFIDENTIAL ~~SECRET~~

~~SECRET~~~~CONFIDENTIAL~~

came to me, he mentioned the Midcareer Course as a possibility. He had earlier mentioned the Director's use of language training as an example as the kind of subject that ought to be included in the plans over the next 5, 10 and 15 years. I suggested, therefore, that we could give him a good study on language training. He agreed to this.



25X1A

Chief, Plans and Policy Staff

~~CONFIDENTIAL SECRET~~

MANAGEMENT
18 May 1965

DD/S ADMINISTRATIVE
INSTRUCTION No. 65-7

DD/S REPORTING SYSTEM

RESCISSION: DD/S Administrative Instruction No. 65-5, 7 May 1965

1. The Director has emphasized his very strong desire that each Deputy Director present a positive and current report at least once a week on the significant activities of each of his Offices. A negative report is required if there have been no significant activities worthy of reporting. (He thinks that this should be a rare exception.) The purposes of these reports are (a) to keep the Director currently informed in some detail of what is going on in each Office of the Agency, and (b) to demonstrate to all employees at all levels that he is very much interested in what they are doing and to assure them that he is, through this reporting system, aware of their activities and contributions to the Agency. The Director attaches considerable importance to the latter aspect of the reporting system.

2. I am mindful of the burden which a multiple reporting system imposes upon the Offices and wish to streamline the system to the extent possible so that one series of reports will serve the purposes of the DD/S as well as the Director. To this end and effective immediately, all present periodic reports will be discontinued and the reporting system outlined below will apply.

a. "Flash" Reports - Each Office will report by 3 p.m. on any day any item which because of its urgency or importance should be promptly brought to the attention of either the DD/S or the Director. Such reports should also include "perishable" items which are of primary interest because of their timeliness. They should be submitted in writing and should be as brief and concise as possible. At the same time, they should be complete and answer any questions which the report itself might raise. Late items which cannot make the 3 p.m. deadline should be submitted by telephone so as to be available to the DD/S not later than 8:30 a.m. the following morning. (This may apply particularly to DD/S Offices not located in the Headquarters building.) Oral reports are expected to be as brief, concise, and complete as though they were written.

b. Weekly Reports - Weekly reports should include a brief, concise, and complete summary of the significant activities which are worthy of

~~S-E-C-R-E-T~~


GROUP 1
Excluded from automatic
downgrading and
declassification

bringing to the attention of either the DD/S or the Director and should be submitted in accordance with the following schedule:

Monday	Office of Personnel Office of Security
Tuesday	Office of Communications Office of Logistics
Wednesday	Office of Medical Services
Thursday	Office of Training
Friday	Office of Finance

c. Special Reports - Special reports on subjects, functions, or activities which require more comprehensive treatment and therefore do not lend themselves to either the "flash" or the weekly reports should be submitted periodically by each Office as an attachment to the weekly report. I expect each Office Head to submit a special report on some appropriate subject about once a month. The objective should be to render a series of comprehensive special reports on all of the major activities or problems with which each Office is concerned in the course of a twelve-month period.

3. If we in the Support Directorate are careful and conscientious in preparing these reports, this will give us an opportunity which we have not heretofore had to keep the Director apprised of the importance of the Support function and the major contribution which it makes to the over-all Agency effort. I shall expect each Office Head to give his personal attention to this reporting system and to ensure that it accomplishes the purposes intended.


L. K. WHITE
Deputy Director
for Support

25X1A